

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES- SOUTHERN REGION
New Haven, Middletown and Norwich Regional Offices
194 Bassett Street, New Haven, CT 06511

PROMOTIONAL OPPORTUNITY
Eligibility Services Specialist

The Department of Social Services Southern Region presently is recruiting region-wide to fill current and anticipated "Eligibility Services Specialist" vacancies in its New Haven and Middletown Regional Office locations.

OPEN TO: All State Employees

POSITION: Eligibility Services Specialist

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$47,491- 59,302 annually (SH-20)

DUTIES AND RESPONSIBILITIES:

Accountable for acting as a working supervisor and policy specialist in the provision of eligibility services to clients of the Department's various assistance programs and services . May provide a broad range of client services and economic support aimed at maintaining or achieving a client's full potential for self direction, self reliance and independent living..

Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; federal and state laws statutes, and regulations; Act as liaison with various community support and social service agency and resources in the community; considerable knowledge of application of financial practices and investments along with knowledge of employment barriers to disadvantaged individuals or families. Must have good communication, interviewing and problem solving skills; training ability; review, preparation and analysis of various client reports

EXPERIENCE AND TRAINING:

General Experience:

Seven (6) years of experience in the determination of client eligibility for public assistance.

Special Experience:

One (1) year of the General Experience must have been at the level of Eligibility Services Worker

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. Master's Degree in a closely related area may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS: Consideration will be given to those DSS employees who have taken and passed the examination for "Eligibility Services Specialist " and are currently eligible for appointment to this classification. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer.

NOTE: This position will be filled in accordance with all State Reemployment, SEBAC, transfer, merit promotional and certification rules with first priority being given to those candidates on mandatory lists.

APPLICATION PROCEDURE: Candidates should forward a completed "Original" State of Connecticut Application for Examination or Employment (Form PLD-1) indicating both the position and location for which the candidate is applying and Mail or Fax directly to:

Department of Social Services- Southern Region
Human Resources Division
194 Bassett St., New Haven, CT 06511
FAX #: (203) 789-6858

ATT: Jean Walden, Personnel Officer

The Form PLD-1 Application for Examination and Employment and exam announcements may be obtained on the Department of Administrative Services website at: <http://www.das.state.ct.us/exam>

APPLICATIONS MUST BE RECEIVED BY: August 23, 2006, Close of Business

An Affirmative Action / Equal Opportunity Employer